



### JOB INFORMATION

|                         |                            |
|-------------------------|----------------------------|
| Job Code                | AF05                       |
| Job Title               | Tech II, Electronic Access |
| Pay Grade               | ST09                       |
| Range Minimum           | \$32,000                   |
| 33rd %                  | \$36,267                   |
| Range Midpoint          | \$38,400                   |
| 67th %                  | \$40,533                   |
| Range Maximum           | \$44,800                   |
| Exemption Status        | Non-Exempt                 |
| Approved Date:          | 1/1/1900 12:00:00 AM       |
| Legacy Date Last Edited | 6/30/2021                  |

### JOB FAMILY AND FUNCTION

|               |                             |
|---------------|-----------------------------|
| Job Family:   | Production & Skilled Trades |
| Job Function: | Access Control              |

### JOB SUMMARY

Under general supervision, performs a variety of skilled and technical maintenance of electronic access control systems, intrusion systems, and door hardware throughout the University. Responsible for the installation, repair, and modification of all electronic access system components along with associated networks, databases, and programs.

### RESPONSIBILITIES

- Installs, troubleshoots, modifies, and programs various access control system readers, electro-mechanical locking devices, Keyring control systems/components, intrusion systems and supportive hardware, ADA assistive systems, and low voltage devices.
- Identifies system and hardware deficiencies or potential advancements for a variety of access control system readers of various credentials including, but not limited to, card swipe, proximity, RFID, biometrics, and supportive hardware.
- Maintains and updates Keyring control system databases for keys and users. Retrieves misplaced or malfunctioning keys.
- Inputs data into appropriate databases and software systems and maintains accurate entries to track workflow, completion status, description, and time keeping. Reviews and evaluates various reports for accuracy and completeness.
- Frequently communicates with faculty, staff, students, and visitors to address access needs, maintenance, and questions. Provides updates to supervision and clients regarding work statuses, delays, or completions.
- Will be responsible for meeting and maintaining training and certification requirements as outlined by the Auburn University Facilities Management Policy: "Training, Education, and Certification Requirements for Mechanical and Electrical Trades Personnel."
- May be required to serve in an on-call status and remain work-ready when scheduled for an on-call period or rotation. Work-ready status requires an employee to return to the worksite within forty-five minutes while being physically and mentally unimpaired and fit for duty, able to safely perform all essential job functions with no risk to self, coworkers, students, public, or property.
- May perform other related duties as assigned.

### SUPERVISORY RESPONSIBILITIES

|                            |   |
|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
|----------------------------|---|

## MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform the minimum requirements listed below, which are representative of the skill, and/or ability required.

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education                | Years of Experience | Focus of Experience  |
|-----------------|-----------------------------------|---------------------|--|
| High School     | High school diploma or equivalent | 3 years of          | Three (3) years' experience of access control or intrusion systems installation and maintenance. Experience must include at least 2 years performing at the preceding level or equivalent. |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

"Intermediate knowledge of electronic access control systems, concepts, practices, and procedures and the ability to use them in varied, complex, and/or non-routine situations.

Intermediate skills in technical installments and replacements of electronic access systems and components; intrusion systems; door hardware; and related networks, databases, and programs.

Ability to progress in the field and adapt to technology advancements.

Ability to read and understand blueprints.

Ability to prioritize tasks to meet project deadlines.

Ability to identify system/hardware deficiencies or potential advancements."

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications                        | Licenses/Certification Details   | Time Frame | Required/Desired |     |
|--|--|------------|------------------|-----|
| DL NUMBER - Driver License, Valid and in State | "Any State"  | Upon Hire  | Required         | And |
|  | Lenel Associates Certification   | Upon Hire  | Required         | And |
|  | AESBL Electronic Access Control Installer or state equivalent.<br>*If an AESBL equivalent license is registered in another state, an Alabama license must be obtained in the first 6 months of employment. | Upon Hire  | Required         |     |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-----------------|-------|--------|--------------|------------|------------|--------|
| Standing        |       |        |              |            | X          |        |
| Walking         |       |        |              |            | X          |        |
| Sitting         |       |        |              | X          |            |        |

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight     |
|-------------------------------|-------|--------|--------------|------------|------------|------------|
| Lifting                       |       |        |              | X          |            | 50-100 lbs |
| Climbing                      |       |        |              | X          |            |            |
| Stooping/ Kneeling/ Crouching |       | X      |              |            |            |            |
| Reaching                      |       |        |              |            | X          |            |
| Talking                       |       |        |              |            | X          |            |
| Hearing                       |       |        |              |            | X          |            |
| Repetitive Motions            |       |        |              |            | X          |            |
| Eye/Hand/Foot Coordination    |       |        |              |            | X          |            |

## WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       |        |              | X          |            |
| Extreme heat           |       |        |              | X          |            |
| Humidity               |       |        |              | X          |            |
| Wet                    |       |        |              | X          |            |
| Noise                  |       |        |              | X          |            |
| Hazards                |       |        |              | X          |            |
| Temperature Change     |       |        |              | X          |            |
| Atmospheric Conditions |       |        |              | X          |            |
| Vibration              |       |        |              | X          |            |

### Vision Requirements:

Ability to see information in print and/or electronically.